



## Attorneys and CM/ECF

Case Management/Electronic Case Files (CM/ECF) is the new automated case management and electronic docketing system that was implemented on July 1, 2002 by The US District Court for the Southern District of Indiana. CM/ECF provides a new, easy-to-use electronic case filing feature which allows attorneys and support staff to file and view court documents over the Internet.

### What Does CM/ECF Offer?

CM/ECF allows attorneys to file and view documents 24 hours per day from their office, home or anywhere they have access to the Internet. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic email notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents (so files are not misplaced)
- Reduction in copy expenses and courier fees

### What Do I Need to Begin Using CM/ECF?

- A personal computer running a standard platform such as Windows or Macintosh
- Word processing software
- Internet access and a browser. (The system has been certified with Netscape and Internet Explorer 5.5)
- Software to convert documents into PDF
- Scanning equipment may be useful

### How Does it Work?

The electronic case filing system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so that pages, fonts and other formatting techniques are preserved. Filing a document with the court's CM/ECF system is quite easy:

- Create the document using word processing software.
- Save the document in PDF format (or scan a paper version of the document into PDF format).
- Log onto the court's CM/ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party, and document to be filed.
- Attach the PDF document and submit it to

the court for filing (by pressing a submit button).

- Save or print the CM/ECF electronic receipt emailed from the court confirming that the document was filed.

### **Are There Fees?**

There are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Registered attorneys receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at seven cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

### **How Secure is CM/ECF?**

CM/ECF has many security features and has passed an evaluation by the National Security Agency. Access to the system is gained through a court issued login and password.

### **Which Cases are Part of the CM/ECF system?**

All civil cases filed after July 1, 2002 in the Southern District of Indiana are part of the Court's CM/ECF system. Attorneys are still required to file and serve complaints, and other initiating documents in paper form at the courthouse. Subsequent documents may be filed electronically using the Court's CM/ECF system. Attorneys may fill out a CM/ECF registration form to begin immediately filing documents electronically and receiving electronic notice for civil cases filed in the Southern District.

### **What Kind of Training is Provided?**

Weekly training sessions are conducted at the courthouse, or a live demonstration may be scheduled at a law firm. To reserve a seat for training at the courthouse or arrange for a demonstration, please call Wendy Carpentier at (317) 229-3718.

### **How Do I Get Started?**

Please visit our website at:

[www.insd.uscourts.gov/ecf\\_info.htm](http://www.insd.uscourts.gov/ecf_info.htm)

where you can:

- Fill out a CM/ECF registration form to receive a login and password. CM/ECF registrants receive email notifications of case activity and may file documents electronically.
- Set up a PACER account in order to view dockets and documents over the internet. If your firm already has a PACER account, please use that account.
- Download or Print the *Local Rules and Administrative Policies and Procedures Manual* to learn important CM/ECF information before you begin filing documents electronically.
- Sign up to attend our free 1-hour CLE course about CM/ECF or arrange for a demonstration at your law firm.

### **Contact Information**

The following Clerk's Office staff can be contacted to answer questions concerning CM/ECF.

Wendy Carpentier - CM/ECF Administrator  
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